

**ASSISTANT TRAINING OFFICER***Class Definition*

Under supervision, assists in the design and implementation of employee development and technical training programs.

*Distinguishing Characteristics*

Assistant Training Officer is the journey level class in the Training Officer series. Assigned to the Department of Public Utilities, the incumbent performs training needs assessment, classroom and job site training, organization development interventions, meeting facilitation, and analytical assignments in communication, organization development, and training needs. This class is distinguished from Training Officer in that the incumbent of the latter is the section head for the training function.

*Typical Tasks*

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Determines training needs of department units by gathering and analyzing data; identifies learning objectives and priorities.

Researches and selects appropriate methods and material to achieve identified learning objectives; arranges into effective units; prepares detailed outlines of presentation.

Leads participants with lectures, heuristic exercises, and audio/visual aids to achieve predetermined learning objectives.

Presents structured lessons including lecture, demonstration, video, discussion and skills practice to achieve mandated participant proficiency in Standard First Aid and Adult CPR.

Maintains a department-wide schedule of Standard First Aid and Adult CPR training; coordinates materials and instructors; maintains liaison with the certifying agency.

Maintains records of training and certification for all department employees.

Evaluates effectiveness of learning activities in meeting organization goals.

Observes and documents departmental and divisional activities relating to team building, empowerment, and organizational culture.

Observes and participates in meetings to determine group effectiveness in solving problems and dealing with issues; makes recommendations to achieve identified goals and objectives.

Facilitates group meetings to address department goals; prepares working agendas and maintains schedules; summarizes ideas and clarifies consensus.

Performs related duties as required.

*Knowledge, Abilities, and Skills*

Knowledge of training principles, methodology, and adult learning theories.

Knowledge of research techniques and the availability of training resources and information.

Ability to operate and demonstrate the use of audio-visual equipment for training purposes.

Ability to design and implement training programs.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

Ability to use a variety of computer business software applications.

*Minimum Qualifications*

Graduation from an accredited college or university with major course work in human resources, organizational behavior, business administration, public administration, or related field; and one year of training or instructional experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

*Special Requirement*

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Administrative Services

DATE: \_\_\_\_\_